Appendices

APPENDIX A - CODE TABLES

Appendix A contains the seven code tables that are maintained through the utility system.

Code Table 1 - Clerk Event Codes

Code Table 1 lists the EVENT codes that may be used on the Clerk screen and their definitions. Each code entry is referenced to SCAO line number (where applicable and used prior to January 1, 2002), case type association, and Close/Disp result (where applicable). This text has broken Code Table 1 down into five sections to clarify usage. Appendix C contains special considerations.

<u>SECTION 1.</u>

The EVENT codes in Section 1 **must** be used as they pertain to the action taken. These codes will set time frames, post header information, reflect bond information and update pertinent information.

CODE	SHORT DESC.	LONG DESCRIPTION	OLD SCAO#	TYPE	CLOSE/DISP
ADO*	Adjournment	Adjournment	--	Both	--
ADR	ADR Ordered	ADR Ordered	–	Civil	--
ANS*	Answer Filed	Answer Filed	--	Civil	ANS
BDA*	Bond Applied	Bond Applied	--	Both	--
BDC*	Bond Canceled	Bond Canceled	--	Both	--
BDF*	Bond Forfeit	Bond Forfeited	--	Both	--
BDP*	Bond Posted	Bond Posted	--	Both	--
BDR*	Bond Refund	Bond Refunded	--	Both	--
BDS*	Bond Re-inst	Bond Re-instated	--	Both	--
BDU	Bond Surrend	Bond Surrendered	--	Both	--
BWR*	Bnch/War Retn	Bench Warrant Returned	--	Both	HDR
COD*	Codef/Consol	Codefendant/Consolidated	–	Both	--
COP*	Court Orderd	Court Ordered Paid	--	Both	--
EOS*	Ext of Summ	Extension of Summons		Civil	
FWV	SAC-Fee Wvd	Summons and Complaint-Fees Waived	--	Civil	--
JDF	Jury Demand	Jury Demand Filed	--	Both	--
MED*	Mediation Or	Mediation Ordered	--	Civil	--
NOT*	Send Notice	Send Notice	--	Both	--
NSF	SAC-No Fees	Summons and Complaint-No Fees	--	Civil	--
OR	Order Rescinded	Order Rescinded	–	Civil	--
RCD*	Rem Cal Date	Remove Calendar Dates	--	Both	--
REM*	Remand Ap/Su	Remand from App/Supreme	--	Both	HDR
REO*	Reopen Order	Order Reopening Case	--	Both	HDR
RFM*	Ret from Med	Return from Mediation		Civil	HDR
RMS*	Remand Sen	Remand for Sentencing	--	Criminal	HDR
ROS*	Retn of Serv	Return of Service	--	Civil	ROS
RSD*	Restit Dsbur	Restitution Disbursement	--	Both	--
RSE*	Rem.Sch.Evt	Remove Scheduled Event	--	Both	--
RTD*	Remove Dates	Remove Trial Dates	--	Both	--
SAC	Sum/Compl	Summons and Complaint	--	Civil	--
SND*	Set Next Dat	Set Case on Calendar	--	Both	--

* Codes with a "HDR" under the close/disp column will re-open a case. See the associated special considerations in

Appendix C.

SECTION 2 - DEFERRED CODES (Code Table 1)

The EVENT codes in Section 2 **must** be used as they pertain to specific matters that defer an entry of the final judgment on a case. The case status will be "D" as a result of these codes.

CODE	SHORT DESC.	LONG DESCRIPTION	OLD SCAO#	TYPE	CLOSE/DISP	CHR
BWI	Bnch/War Iss	Bench Warrant Issued	120	Both	DFR	
DLS	Delayed Sent	Delayed Sentence	120	Criminal	DFR	
DPD	Defer 7411 Sen	Defer 7411 Sentence	120	Criminal	DFR	X
DPK	Defer Kidnap	Defer Kidnap Sentence	120	Criminal	DFR	X
DPS	Defer Domestic	Defer Domestic Assault	120	Criminal	DFR	X
DPY	Defer HYTA Sen	Defer HYTA Sentence	120	Criminal	DFR	X

Codes with a "DFR" (deferred sentence) under close/disp column must be entered with a 99 in the charge field. This will technically close the case. Cases deferred with a DPK, DPY, DPD, or DPS will be automatically suppressed.

SECTION 3 - DISMISSAL CODES (Code Table 1)

The EVENT codes in Section 3 **must** be used to dismiss cases previously deferred by a code used in Section 2. (Normally after 1 year, if the defendant does not violate their probation). These dismissal codes will also close the case.

CODE	SHORT DESC.	LONG DESCRIPTION	OLD SCAO#	TYPE	CLOSE/DISP	CHR
DIS	Dismissal Order	Dismissal Order (of deferred)	--	Criminal	DDF	X
DMD	Dismiss 7411	Dismiss 7411 Charges	--	Criminal	DDF	X
DMK	Dismiss Kidnap	Dismiss Kidnap Charges	--	Criminal	DDF	X
DMS	Dismiss Domestic	Dismiss Domestic Assault	--	Criminal	DDF	X
DMY	Dismiss HYTA	Dismiss HYTA Charges	--	Criminal	DDF	X

Codes with a "DDF" (dismiss deferred sentence) remove any previous dispositions and enter a DDF related code.

SECTION 4 - CLOSING CODES (Code Table 1)

The EVENT codes in Section 4 **must** be used when closing a case. All parties and/or all charges **must** be disposed before a case can be closed. The codes listed below can be used to dispose charges or parties when a "99" in the charge field or a "999" in the party suffix field is used. Use the "99" or "999" for orders that close the entire case (no court dispositions would be entered, i.e. CJO).

CODE	SHORT DESC.	LONG DESCRIPTION	OLD SCAO#	TYPE	CLOSE/DISP	CHR
CJO	Civ Jdg Ord	Civil Judgment Order	70	Civil	CLO	
CVO	Change Venue	Change of Venue Ordered	80	Both	CLO	
DIS	Dismissal Order	Dismissal Order (of Deferred)	---	Criminal	DDF	X
DMO	Dismissal Or	Dismissal Order (of Civil)	110	Civil	CLO	
FOJ	Final Ord/Jd	Final Order or Judgment Filed	120	Both	CLO	
NPO	No Prog Ordr	No-Progress Order	90	Both	CLO	
NSO	Non Serv Ord	Non-Service Order	100	Civil	CLO	
RDO	Remand Order	Remand Order	80	Both	CLO	X
RVO	Removal Ordr	Removal Order	80	Both	CLO	

Codes with a "CLO" under the Close/Disp column check for dispositions on all charges/parties (defendant party types) before closing the case. A 99 (in the charge field for criminal cases) or a 999 (in the party suffix field) acts as an override for the disposition edit. **CAUTION should be used when using this feature. Any non-disposed charges/parties will be disposed with the closing code and its related SCAO#.**

The SCAO line number for the overall cases is decided when the deferred or closing code is entered and accepted. All parties'/charges' dispositions are evaluated. The lowest SCAO# (highest level disposition) is recorded as the SCAO# to be reported on the Caseload Report. The exception is when a case has a deferred sentence.

SECTION 5 - MISCELLANEOUS CODES (Code Table 1)

The EVENT codes in Section 5 **may** be used in place of entering the full description on the comment lines on the clerk screen.

CODE	SHORT DESC.	LONG DESCRIPTION	OLD SCAO#	TYPE	CLOSE/DISP
AFF	Affidavit	Affidavit	--	Both	--
APL	Appeal Fee Pd	Appeal Fees Paid			
APP	Appearance	Appearance	--	Both	--
BPI	B/War Iss Po	Bench Warrant Issued Post Jgmt	–	Both	--
BPR	B/War Ret Po	Bench Warrant Returned Post Jdmt	–	Both	--
INF	Information	Information	--	Both	--
JUD	Judgment Fee	Judgment Fees Paid			
MOT	Motion Filed	Motion Filed	--	Both	--
NAR	Not Claim Ap	Notice of Appeal of Rights	--	Criminal	--
NTC	Notice	Notice	--	Both	--
NTS	Notice Sent	Notice Sent	--	Both	--
ORD	Order	Miscellaneous Order	--	Both	--
OSC	Order Show/Cau	Order to Show Cause	--	Both	--
PET	Petition Fil	Petition Filed	--	Both	--
POS	Prf of Serv	Proof of Service Filed	--	Both	--
PTI	Ptr Stmt Iss	Pre-Trial Statement Issued	--	Both	--
PTO	Pretrial Ord	Pre-Trial Order	--	Both	--
PTR	Ptr Stmt Ret	Pre-Trial Statement Returned	--	Both	--
RET	Ret to Circ	Return to Circuit Court	--	Criminal	--
SCO	Sch Conf Ord	Scheduling Conference Order	--	Both	--
SUB	Subpoena	Subpoena	--	Both	--
TRL	Trial Fee Pd	Trial Fees Paid	--	Both	–

Code Table 2 - Clerk/Court Next Action Codes

Code Table 2 lists the NEXT EVENT codes that may be entered on the clerk and court screens, their definitions, and the case types with which they are associated. These codes are then displayed as LAST EVENT and NEXT EVENT codes on the calendar screen and other case management screens.

CODE	SHORT DESCRIPTION	LONG DESCRIPTION	TYPE	CATEGORY
ARR	Arraignment	Arraignment	Criminal	--
EXP	Expire Summ	Expiration of Summons	Civil	--
FPT	Final Pretrial	Final Pretrial	Criminal	PTH
HYT	HYTA Hearing	Holmes Youthful Trainee Hearing	Criminal	HRG
JYT	Jury Trial	Jury Trial	Both	TRL
MOH	Motion Hrg	Motion Hearing	Both	--
MSH	Misc Hearing	Miscellaneous Hearing	Both	HRG
NJT	Trial	Trial	Both	TRL
PCH	Pro-Conf Hrg	Pro Confesso Hearing	Both	HRG
PTH	Pretrial Hrg	Pre-Trial Hearing	Both	PTH
PVH	Probation Hg	Probation Hearing	Criminal	--
REA	Rearraign	Rearraignment	Criminal	--
REV	Review	Review	Both	--
SEN	Sentencing	Sentencing	Criminal	--

* Codes with a "HRG" under the category column designate activity equivalent to hearing, those with a "TRL" under the category column designate trial activity, and codes with a PTH designate activity equivalent to a pre-trial. See Civil Pending Report and Criminal Pending Report for further information.

Code Table 3 - Court Event Codes

Code Table 3 lists the EVENT codes that may be used on the Court screen and their definitions. Each code entry is referenced to case type and Close/Disp result (where applicable). Appendix C contains special considerations for those codes marked with an asterisk.

CODE	SHORT DESCRIPTION	LONG DESCRIPTION	TYPE	CATEGORY
APO*	Amd Prob Ord	Amended Probation Order	Criminal	--
ARR	Arraignment	Arraignment	Criminal	--
COH	Comptncy Hrg	Competency Hearing	Criminal	--
DRV	Directed Verdict	Directed Verdict	Both	TRL
EXH	Extradition	Extradition Hearing	Criminal	--
FPT	Final Pre-Trial	Final Pre-Trial	Criminal	PTH
JTH	Jury Half	Jury Trial Half Day	Both	TRL
JTW	Jury Whole	Jury Trial Whole Day	Both	TRL
MAC	Misc Act-Clk	Miscellaneous Action by Clerk	Both	--
MAJ	Misc Action	Miscellaneous Action by Judge	Both	--
MOH	Motion Hrg	Motion Hearing	Both	--
MNY	Money Ordered	Money Ordered		
MSH	Misc Hearing	Miscellaneous Hearing Held	Both	HRG
NJH	Nonjury Half	Non-Jury Half Day	Both	TRL
NJW	Nonjury Whol	Non-Jury Trial Whole Day	Both	TRL
OPI	Opinion	Opinion	Both	TRL
PCH	Pro-Conf Hrg	Pro-Confesso Hearing	Both	HRG
PSN	PRV Sentence	Probation Violation Sentence	Criminal	
PTH	Pre-Trial Hg	Pre-Trial Hearing	Both	PTH
PVH	Probation Hg	Probation Violation Hearing	Criminal	--
REA	Rearraign	Rearraignment	Criminal	--
SCH	Show Caus Hg	Show Cause Hearing	Both	HRG
SEN	Sentencing	Sentencing	Criminal	--
WKH	Walker Hrg	Walker Hearing	Both	HRG

* Codes with a "HRG" under the Category column designate activity equivalent to a hearing, those with a "TRL" under the Category column designate trial activity, and codes with a PTH designate activity equivalent to a pre-trial. See Civil Pending Report and Criminal Pending Report for further information.

Code Table 4 - Court Result Codes

Code Table 4 lists the RESULT codes that may be used on the court screen and their definitions. Each code is referenced to SCAO line number (where applicable), case type association, and close/disp result (if initiating dispose process).

CODE	SHORT DESC.	LONG DESCRIPTION	OLD SCAO#	TYPE	DESC.	CHR
ADJ	Adjourned	Adjourned	--	Both	--	
BWA	Bnh/War Auth	Bench Warrant Authorized	--	Both	--	
CHV	Change Venue	Change Venue	80	Both	DSP*	
DFT	Default	Defendant Found in Default	70	Civil	DSP*	
DIS	Dismissed	Dismissed	110	Both	DSP*	X
DVG	Div. Granted	Divorce Granted	70	Civil	DSP*	
FCO	Found Compnt	Found Competent	--	Criminal	--	
FNC	Not Competnt	Found Not Competent	120	Criminal	DSP* *	
FNG	Found Not Guilty	Found Not Guilty	50, 60	Criminal	DSP	X
GMI	Guilty-Mentally	Guilty-Mentally Ill	50, 60	Criminal	DSP	X
GTY	Guilty	Found Guilty	50, 60	Criminal	DSP	X
JTD	Judgment Deft	Judgment for Defendant	50, 60	Civil	DSP*	
JTP	Judgment Plnt	Judgment for Plaintiff	50, 60	Civil	DSP*	
MIS	Mistrial	Mistrial Declared	--	Both	--	
NCA	No Cause Act	No Cause for Action	50, 60	Civil	DSP*	
NGI	N G Insane	Not Guilty Insanity	50, 60	Criminal	DSP* *	X
NHD	Not Held	Not Held	--	Both	--	
NOC	Nolo Contend	Nolo Contendre (No contest)	70	Criminal	DSP* *	X
NOP	Nolle Proseq	Nolle Prosequi	110	Criminal	DSP* *	X
NSD	Non-Serv Dism	Non-Service Dismissal	100	Civil	DSP	
NWV	Not Withstnd	Not Withstanding the Verdict	60	Both	DSP	X
OPI	Opinion	Opinion Filed in Bench Trial	60	Both	DSP	X
ORD	Ordered	Ordered/Granted		Both	DSP	
PLG	Plead Guilty	Plead Guilty	70	Criminal	DSP* *	X
PMI	Pled Guilty-MI	Plead Guilty-Mentally Ill	60	Criminal	DSP	X
PNG	Plead N-Guilt	Plead Not Guilty	--	Criminal	--	
PWD	Plea Withdrawn	Plea Withdrawn	–	Criminal	--	
RAD*	Retn UAD	Return from Under Advisement	--	Both	--	
REI	Reinstated	Party Reinstated	--	Civil	--	
RMD	Remand Dist	Remand to District Court	80	Criminal	DSP* *	
RMP	Remand Prob	Remand to Probate Court	80	Both	DSP	
RMV	Remove Dist	Remove to District Court	80	Civil	DSP*	
SET	Settled	Settled	70	Civil	DSP*	
STM	Stood Mute	Stood Mute	--	Criminal	--	
STY	Stay	Stay of Proceedings	–	Both	DSP	
TRF	Transfer Fed	Transfer to Federal Court	80	Civil	DSP*	
UAD* ^	Under Advise	Under Advisement	--	Both	--	
UNC	Uncontested	Uncontested	70	Civil	DSP*	
WAV	Waived	Waived	--	Both	--	

* DSP codes for non-criminal cases must be entered with a party designation or all 999 for all remaining defendants. This software looks only at the defendants (D, CD, XD, TD) when preparing the SCAO case inventory report. Therefore, the dsp code must be directed to the defendants. Except when dismissing parties, all party types are valid. The comment fields may be used for detailed information about the disposition.
* * DSP codes for criminal cases must be entered with a charge number (sequence number assigned by the computer

to a charge, or 99 for all remaining charges.

^ Any case can be under advisement regardless of status.

Code Table 5 - Case Status Codes

Code Table 5 lists the case STATUS codes displayed on Case Management screens.

CODE	DEFINITION	CASE TYPE
C	CLOSED	Both
D	DEFERRED STATUS	Criminal
M	ADR	Civil
O	OPEN	Both

Code Table 6 - Alternate Name Codes

Code Table 6 lists the alternate name TYPE codes used on the Header and Party screens.

CODE	SHORT DESCRIPTION	LONG DESCRIPTION
AKA	ALIAS	ALSO KNOWN AS
ATT	ATTENTION	ATTENTION
C/O	CARE OF	IN CARE OF
DBA	DOING BUS AS	DOING BUSINESS AS
EST	ESTATE OF	ESTATE OF
FDB	FRMLY DOING	FORMERLY DOING BUSINESS AS
GDN	GUARDIAN	GUARDIAN AD LITEM
MIN	MINOR	MINOR
NXF	NEXT FRIEND	NEXT FRIEND
PER	PERSONAL REP	PERSONAL REPRESENTATIVE
RES	RES. AGENT	RESIDENT AGENT
SUB	SUBROGEE	SUBROGEE

Code Table 7 - Mediation Clerk Events

Code Table 7 lists the codes used on the mediation Clerk screen.
(*Updates both the Mediation Summary and the Circuit Case Summary.)

CODE	SHORT DESCRIPTION	LONG DESCRIPTION	CASE TYPE
AR	ADJOURNED	ADJOURNED	Civil
BIF	BIF RESPONSE	BIFURCATED RESPONSE	Civil
CON	COND. ACCEPT	CONDITIONAL ACCEPTANCE	Civil
MA*	ADR ACCEPTED	ADR ACCEPTED	Civil
MCR*	ADR REMOVED	REMOVED FROM ADR	Civil
MCS*	ADR SETTLED	ADR CASE SETTLED	Civil
MED	ADR ORDERED	ADR ORDERED	Civil
MNT*	ADR HRG NOTICE	ADR HEARING NOTICE	Civil
MR*	ADR REJECTED	ADR REJECTED	Civil
MR1*	ADR RMD LOC1	MEDIATION REMANDED LOCATION 1	Civil
RFM*	RET FROM MED	RETURN FROM ADR	Civil

APPENDIX B - OTHER CODES USED IN CCS

Appendix B contains lists of codes that are used throughout the Circuit Court System. These codes may not be maintained by system users.

Case Type Codes

The following codes represent TYPE designations for criminal and civil case header registration:

CRIMINAL TYPES

FC
FH
FJ

CIVIL TYPES

CB	CK	NF	NS	PR
CC	CL	NH	NZ	PS
CD	CP	NI	PA	PZ
CE	CR	NM	PC	
CF	CZ	NO	PD	
CH	ND	NP	PG	

CIVIL/APPEALS

AA	AS
AE	AV
AH	AW
AL	AX
AP	AZ
AR	

CIVIL/DOMESTIC

DC	DP	DZ	NB	TP	UE	UT
DF	DR	EM	NC	TS	UF	UW
DH	DS	ID	TC	TU	UI	VP
DI	DU	PH	TI	TZ	UM	
DM	DV	PJ	TM	UC	UN	
DO	DW	PP	TO	UD	UO	

NOTE: Effective 9/1/97 DV and DH case types are no longer valid. DV cases are now PP cases and DH cases are now PH cases. Also, PJ was added to the CCS JIS system 3/2000 release.

Party Designation Codes

The following designations represent the PARTY codes used in the Circuit Court System:

CATEGORY CODES   DEFINITION

P   Plaintiff
D   Defendant
CP   Counter Plaintiff
CD   Counter Defendant
XP   Cross Plaintiff
XD   Cross Defendant
TP   Third Party Plaintiff
TD   Third Party Defendant
B   Bondsman
G   Garnishee Defendant
IP   Interested Party
IV   Intervening Party
R   Restitution Party

Party designations consist of a two-letter category code and a three-digit sequential number. For example, the first plaintiff would be designated P 001, and the first counter plaintiff would be designated CP001. For each additional party in a category, increase the sequential number by one.

APPENDIX C - Special Code Considerations

Appendix C provides result information on codes noted with asterisks in Appendix A.

ADO - "Adjournment"	Entered in EVENT field on Clerk screen

All Cases
            -used with DATE input in NEXT ACTION field
            -removes pending activity for that date on Calendar screen	

ANS - "Answer Filed"	Entered in EVENT field on Clerk screen

Civil Cases
            -used with Clerk DATE and party designation codes
            -updates Party service/answer date and code
            -"999" in PTY suffix field updates all defendants with no "ANS" entered	

APO - "Amended Probation Order"	Entered in EVENT field on Court screen
All Cases -updates sentencing information	

BDA - "Bond Applied"	Entered in EVENT field on Clerk screen

All Cases
            -enter amount applied in Amount field for Bond Report
            -sets BOND POSTED in case header to "N"	

BDC - "Bond Canceled"	Entered in EVENT field on Clerk screen

All Cases
            -no cash distribution
            -sets BOND POSTED in case header to "N"	

BDF - "Bond Forfeited"	Entered in EVENT field on Clerk screen

All Cases
-no cash distribution   -sets BOND POSTED in case header to "N"

BDP - "Bond Posted"	Entered in EVENT field on Clerk screen
All Cases	
-allows cash distribution -sets BOND POSTED in case header to "Y"	

BDR - "Bond Refunded"	Entered in EVENT field on Clerk screen
All cases	
-enter amount refunded in Amount field for Bond Report -sets BOND POSTED in case header to "N"	

BDS - "Bond Re-instated"	Entered in EVENT field on Clerk screen
All Cases	
-allows cash distribution -sets BOND POSTED in case header to "Y"	

BWI - "Bench Warrant Issued"	Entered in EVENT field on Clerk screen
All Cases	
-closes the case with deferred status -counts as inactive regardless of prior disposition	

BWR - "Bench Warrant Returned"	Entered in EVENT field on Clerk screen
All Cases	
-re-opens the case (see Code "REO") -clears BWI disposition	

CLO - "Closed"	Not directly entered - Internal processing

All Cases
> -moves "C" to STATUS fields
> -determines SCAO line numbers
> -deletes all future trial and jury trial dates (not miscellaneous hearings)
> -updates name file
> -"99" in CHG updates all charges dispositin field with CLO code (if blank)
> -"999" in PTY field updates all defendants disposition field with CLO code (if blank)

COD - "Codefendant/Consolidated"	Entered in EVENT field on Clerk screen

All Cases
    -enter co-case number on first clerk comment line
    -enter co-defendant name on second clerk comment line
    -displays "COD" at top of case summary, clerk screen, court screen and mediation screen	

CON - "Conditional Acceptance"	Entered in EVENT field on ADR Clerk Screen

Civil Cases
    -used with party designation and clerk date
    -comments will be printed on notice of ADR Evaluation Acceptance/Rejection for
     designated party.
    -acts as extension of "C" code in the Accept/Reject field for the designated party	

COP - "Court Ordered Paid"	Entered in EVENT field on Clerk screen

All Cases
    -allows cash distribution
    -works in conjunction with the account type numbers entered in the Cash Code File and
     updates the case header file with cash received from the defendant for court ordered
     monies.	

EOS - "Extension of Summons"	Entered in EVENT field on Clerk screen

Civil Cases
        -used with party designation, next action code EXP, and next action date as expiration
         date for extension of summons

EXP - "Expiration of Summons"	

Civil Cases
        -used with party designation and clerk event EOS
        -Case Review's Non-Service Due category will look for an EXP entry before reporting
         the related party.
        -EXP will NOT appear on a <u>calendar</u> display or printout	

MED - "ADR Ordered"	Entered in EVENT field on Clerk screen

Civil Cases
        -updates case status to "M"
        -comment displays on circuit summary	

MA - "ADR Accepted	Entered in EVENT field on ADR Clerk screen

Civil Cases
        -updates case status to "O"
        -comment displays on circuit summary	

MCR - "ADR Removed"	Entered in EVENT field on ADR Clerk screen

Civil Cases
        -updates case status to "O"
        -comment displays on circuit summary	

MCS - "ADR Case Settled"	Entered in EVENT field on ADR Clerk screen

Civil Cases
        -updates case status to "O"
        -comment displays on circuit summary	

MR - "ADR Rejected"	Entered in EVENT field on ADR Clerk screen

Civil Cases
-updates case status to "O"

MR1 - "ADR Remand Location 1"	Entered in EVENT field on ADR Clerk screen

Civil Cases
        -gives the opportunity to have more than one place to be remanded
        -updates case status to "O"
        -comment displays on circuit summary	

NOT - "Send Notice"	Entered in EVENT field on Clerk screen

All Cases
        -used with DATE input in NEXT ACTION field
        -add, modify, delete activity for that date on the calendar
        -tags the calendar event for a notice
        -calendar comment lines 1-4 will print	

RAD - "Return from UAD"	Entered in RESULT field on Court screen
All Cases -updates status of case from "U" to "O"	

RCD -"Remove Calendar Dates"	Entered in EVENT field on Clerk screen
All Cases -removes all future calendar dates for the case	

REM - "Remand Ap/Su"	Entered in EVENT field on Clerk screen

All Cases
        -reopens the case and removes the closing date
        -retains current disposition codes and dates
        -updates case status to "O"	

REO - "Reopen"	Entered in EVENT field on Clerk screen

Criminal Cases
        -removes dispositions for individual charges - Civil Cases
        -blanks out LAST ACTION and LAST ACTION DATE for all parties - All Cases
        -blanks out current CLO/DISP code and date
        -updates case status to "O"
        -enters REOPEN DATE

RFM - "Return from ADR"	Entered in EVENT field on Clerk screen
Civil Cases -if case is not closed, places "O" in the Status field -comment displays on circuit summary	

RMS - "Remand Sentence"	Entered in EVENT field on Clerk screen
Criminal Cases Only -reopens the case and blanks out the closing date -all dispositional activity is retained -enters re-open date	

ROS - "Return of Service"	Entered in the EVENT field on Clerk screen
Civil Cases -if "ANS" has not been entered, updates party service/answer date and code -"999" in PTY suffix field updates all defendants with no "ANS" or more currently dated "ROS" entered	

RSD - "Restitution Disbursement"	Entered in EVENT field on Clerk screen
All Cases -no cash distribution -used by Clerk to distribute restitution money received from the defendant to the restitution parties. When a restitution party is keyed (always prefix "R") along with event "RSD" and an amount, the party file is updated for restitution received.	

RSE - "Remove Scheduled Event"	Entered in EVENT field on Clerk screen

All Cases
-used with DATE input in NEXT ACTION field -removes pending activity for that date on Calendar -must input TIME and EVENT

RTD - "Remove Trial Dates"	Entered in EVENT field on Clerk screen
All Cases	
-removes all pending trial activity (JYT, NJT) on calendar screen	

SND - "Set Next Date"	Entered in EVENT field on Clerk screen
All Cases	
-used with DATE input in NEXT ACTION field -add, modify, delete activity for that date on the Calendar -calendar comment lines will be displayed as part of the event description on the calendar screen/print	

UAD - "Under Advisement"	Entered in RESULT field on Court screen
All cases	
-updates status of case from "O" to "U"	

APPENDIX D - SYSTEM MESSAGES

SCREEN-SPECIFIC MESSAGES

Responding to Error Messages

You may encounter two kinds of messages as you work with the Circuit Court System Case Management and Utility screens: "error" messages, indicating you made an incorrect entry, and "informational" messages. Both types are listed beginning on the next page.

Many of the error messages you may encounter when using the CCS screens are similar from screen to screen, with minor variations. Many of the messages are self-explanatory; for those that aren't, an explanation and/or correction procedure is given. A few "general rules" for correcting errors are explained below:

Some of the error messages indicate that something "already exists" (e.g., "CASE ALREADY EXISTS"). These messages are telling you that you cannot add an item that already exists in the database. When such messages appear:

1. Check to see if you made a mistake when typing the code or number of the item, if so, retype it.

2. If a typing mistake is not the problem, the message means that you cannot add the item with the code or number you attempted. In some cases you may be able to add the item with a different code or number.

Some of the messages state that something "does not exist" (e.g., "CASE DOES NOT EXIST FOR MODIFY"). These messages are telling you that to perform the action you attempted, the code or number you entered must already be in the database, but it is not. When such messages occur:

1. Check your typing to see if you made a mistake in typing the code or number of the item, if so, retype it.

2. If a typing mistake is not the problem, the item does not exist. If it is your responsibility to maintain information about that item and if it needs to be added, add the item by using the appropriate data entry screen.

CASE MANAGEMENT SCREEN MESSAGES

Case Header Messages | Explanation/Correction

CASE ALREADY EXISTS | Case number already exists in system. Enter an unused case number to add a case.

CASE DOES NOT EXIST
FOR MODIFY
CASE DOES NOT EXIST
FOR DELETE | The case number you entered does not exist.

CASE IS BEING UPDATED
BY ANOTHER USER | Another user is already working with this case. Two users cannot update the same case simultaneously.

CASE TYPE INCONSISTENT
WITH CASE TYPE
REQUESTED | A civil case is requested but system identifies it as a criminal (or vice versa). Verify that you requested the correct number and/or case type.

F1 TO RETAIN | Press **[F1]** if you want to cancel your delete request.

INVALID CASE TYPE
FOR AN ADD
INVALID CASE TYPE
FOR AN INQUIRY | The case type code you entered is not on the case type table.

PRESS F4 TO
TO CONFIRM DELETE | You must press **[F4]** to verify that you want to delete the case record.

ANY OTHER ERROR
CALL OPERATIONS | Call the data center.

Charge Screen Messages | Explanation/Corrections

CASE IS BEING UPDATED
BY ANOTHER USER | Another user is already working with this case. Two users cannot update the same case simultaneously.

CASE MASTER RECORD
NOT FOUND | The case number you entered does not exist.

CHARGE DOES NOT EXIST CHARGE DOES NOT EXIST FOR MODIFY CHARGE DOES NOT EXIST FOR DELETE	The charge reference number you entered has not been added for this case.
INVALID CASE TYPE FOR CHARGE SCREEN	You have attempted to access the Charge screen for a civil case. Either you typed the wrong case number or the case was set up with the wrong case type code.
CHARGE ALREADY EXISTS	The charge reference number you entered has already been added for this case.

Party Screen Messages	Explanation/Correction
CANNOT DELETE PRIMARY	You may not delete a primary plaintiff/defendant in a civil case.
CASE IS BEING UPDATED BY ANOTHER USER	Another user is already working with this case. Two users cannot update the same case simultaneously.
CASE MASTER RECORD NOT FOUND	The case number you entered does not exist.
DESCRIPTION NOT VALID	You have entered a party description which is not valid. Check party codes in Appendix B.
PARTY ALREADY EXISTS FOR ADD	Party reference number already exists in the system. Enter an unused number.
PARTY DOES NOT EXIST FOR MODIFY PARTY DOES NOT EXIST FOR DELETE	The party reference you entered does not exist for this case.

Clerk Screen Messages	Explanation/Correction
ALL PARTIES OR CHARGES NOT DISPOSED	You must "dispose" each party or charge involved in the case with a valid "disposed" code from Table 4 before closing the case.
CASE ALREADY ON JUDGE'S CALENDAR SELECTED DATE/TIME	The event being set on the calendar cannot be added because the judge already has something scheduled int hat time slot.
EVENT DOES NOT EXIST EVENT DOES NOT EXIST	The sequential event code you entered does not exist for this case.

FOR MODIFY EVENT DOES NOT EXIST FOR DELETE	
NEXT ACTION DATE MUST BE CURRENT OR FUTURE DATE	The Next Action Date is in the past. Must enter current or future date.
EVENT TYPE NOT CONSISTENT WITH CLK SCREEN	The event number you entered is not a Clerk screen entry.
NO CALENDAR ENTRY TO ADJOURN	The event you attempted to adjourn was not scheduled on the date you specified. Check to see if you typed the date correctly or if the event was ever scheduled.
CASE IS ALREADY CLOSED, RECLOSE IS NOT ALLOWED	The event entered is a closing code. The case has a closed status. A delete of the original closing event or modification will allow the case to be re-closed.
CASE IS NOT CLOSED. CODE IS NOT ALLOWED.	Event entered is a "HDR" code which has a re-open action on the case. Therefore the case must be closed.
PTY/CHARGE NOT VALID WHEN CLOSING CODE IS ENTERED	99/999 is the only numbers allowed in these fields.
THIS EVENT EXISTS ALREADY	Occurs when **[F2]** is used on a modify screen.
RESTITUTION PARTY NOT FOUND	You are trying to disburse restitution cash (RSD) to a party that does not exist. Choose another restitution party or enter the party on the party screen.
RESTITUTION OVER DISBURSED	You are trying to pay more restitution (RSD) than is owed to this party. Select another party.
CANNOT MODIFY RESTITUTION EVENT	You cannot modify restitution event code. Delete the transaction and enter new event.
CANNOT CHANGE BOND TO AN ACTIVATING EVENT	The original event code set the BOND POSTED field in the case header to "N". You cannot change the event to one that sets it to "Y". Enter new event.

CALENDAR DATES EXIST USE "RCD" TO REMOVE	You have entered an event that is a closing code and future calendar dates exist. After pressing **[F2]** to add the closing event, enter an RCD event to remove all calendar dates.
CANNOT CHANGE BOND TO AN ACTIVATING EVENT	The original event code set the BOND POSTED field in the case header to "Y". You cannot change the event to one that sets it to "N". Enter new event.
PRINT SCREEN AND SUMMARY SEND TO JIS: (<u>Descriptive Message</u>)	If you encounter these error messages on the clerk screen, refer them to the data center IMMEDIATELY and press enter.

Court Screen Messages	Explanation/Correction
CASE MASTER RECORD IN USE	Another user is working with this case. Two users cannot up-date the same case simultaneously.
CASE ALREADY ON JUDGE'S CALENDAR SELECTED DATE/TIME	The event being set on the calendar cannot be added because the judge already has something scheduled in that time slot.
CASE MASTER RECORD NOT FOUND	The case number you entered does not exist.
EVENT DOES NOT EXIST EVENT DOES NOT EXIST FOR MODIFY EVENT DOES NOT EXIST FOR DELETE	The sequential event code you entered does not exist for this case.
EVENT TYPE INCONSISTENT WITH CRT SCREEN	The event number you entered is not a Court screen entry.
THIS EVENT EXISTS ALREADY/ADD IS INVALID	This occurs when **[F2]** is used on a modify screen.
NEXT ACTION DATE MUST BE CURRENT OR FUTURE DATE	The Next Action Date is in the past. Must enter current or future date.

CHARGE ALREADY DISPOSED | The charge entered has already had a disposing code entered previously. To modify a charges disposition the original event can be deleted or modified.

PARTY ALREADY DISPOSED | The party entered has already been disposed. To modify a party's disposition the original event causing the party to be disposed can be deleted or modified.

DISPOSITION MUST BE ENTERED WITHIN A DEFENDANT | A disposition must always be pointed at a defendant.

APO ON FILE. DO NOT ADD/DELETE/MODIFY SENTENCE | An Amended Probation Order is on file that may have amended court monies order. Addition, deletion, or modification of a sentencing (SEN) event is not allowed.

PRINT SCREEN AND SUMMARY - SEND TO JIS: (Descriptive Message) | If you encounter any of the following error messages on the Court screen, refer them to the data center IMMEDIATELY and **[ENTER]**.

ADR Clerk   Explanation/Correction
  Screen Messages

ADR RECORD NOT FOUND | Attempt to enter ADR clerk screen without first entering a ADR case management screen. Enter ADR case management screen, then attempt entrance to ADR clerk.

UTILITY SCREEN MESSAGES

County File Screen Messages Explanation/Correction

COUNTY ALREADY EXISTS	County number you entered already exists. Enter an unused county number to add a county.
COUNTY DOES NOT EXIST FOR MODIFY COUNTY DOES NOT EXIST FOR DELETE	The county number you entered to delete or modify does not exist.
COUNTY IS BEING USED BY ANOTHER USER	Another user is working with this county. Two users cannot update the same county simultaneously.
SOME OTHER ERROR CALL OPERATIONS	Call the data center.

PACC Screen Messages   Explanation/Correction

PACC NUMBER ALREADY EXISTS	The PACC number you entered already exists in the system.
PACC NUMBER DOES NOT EXIST FOR MODIFY/DELETE	The PACC number you entered to delete or modify does not exist.
PACC NUMBER IS BEING UPDATED BY ANOTHER USER	Another user is currently working with this PACC number.
SOME OTHER ERROR CALL OPERATIONS	Call the data center.

Code Table Screen Messages   Explanation/Correction

CODE FOR THIS TABLE ALREADY EXISTS	The code you entered already exists in the system.
CODE/TABLE DOES NOT EXIST FOR MODIFY/DELETE	The code you entered to modify or delete does not exist.

CODE/TABLE IS BEING UPDATED BY ANOTHER USER	Another user is working with this code. Two users cannot update the same code simultaneously.
SOME OTHER ERROR CALL OPERATIONS	Call the data center.

Attorney File Screen Messages	Explanation/Correction
BAR NO. ALREADY EXISTS	The bar number you entered already exists in the system.
BAR NO. DOES NOT EXIST FOR MODIFY BAR NO. DOES NOT EXIST FOR DELETE	The bar number you entered to delete or modify does not exist.
BAR NO. IS BEING UPDATED BY ANOTHER USER	Another user is working with this bar number. Two users cannot update the same bar number simultaneously.
SOME OTHER ERROR CALL OPERATIONS	Call the data center.

CASH MANAGEMENT MESSAGES

Cash Distribution Messages	Explanation/Correction
RESTITUTION WILL BE OVERPAID	During Cash Distribution of a "COP" event you are trying to receive more restitution than the defendant was ordered to pay.
FINES WILL BE OVERPAID	During Cash Distribution of a "COP" event you are trying to receive more fines than the defendant was ordered to pay.
COSTS WILL BE OVERPAID	During Cash Distribution of a "COP" event you are trying to receive more costs than the defendant was ordered to pay.
DAMAGES WILL BE OVERPAID	During Cash Distribution of a "COP" event you are trying to receive more damages than the defendant was ordered to pay.
ATTORNEY FEES WILL BE OVERPAID	During Cash Distribution of a "COP" event you are trying to receive more repay fees than the defendant was ordered to pay.
COURT ORDERED WILL BE OVERPAID	During Cash Distribution of a "COP" event you are trying to receive more court ordered than the defendant was ordered to pay.

SYSTEM-WIDE ERROR MESSAGES

ERROR OCCURRED
IN <filename>
FILE, STATUS =

This error message can be encountered in all update programs and for all files in the Circuit Court System. In each case, the user should call the data center for information and instructions. The *<filename>* parameter includes:

-SYSTEM
-MASTER
-PARTY
-CHARGE
-NAME
-DOCKET
-CALEND
-RESULT

SECURITY ITEM REQUEST MESSAGES

Error messages listed below can be encountered in all menu items in the Circuit Court System. The user should contact the Circuit Project Administrator if he/she needs access to the displayed request item. The Circuit Project Administrator could grant security access for the specified user through the Security File Maintenance screen.

```
                        Circuit Court Menu/Item Security


       * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
       *                                                                                              *
       *  Access has not been granted for your request.                                               *
       *                                                                                              *
       *  Secured item is CCSMED : Case Manage Menu 1-Mediation                                       *
       *                                                                                              *
       * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *


         For further information contact the Circuit Project Administrator.




                        F1= EXIT
```

The following messages may appear on the screen in the above format:
A) Access has not been granted for your request.

   1) Secured item is CCSMED[1]: Case Management Menu1[2]-Mediation[3]
      1 = Program Name   2 = Menu   3 = Menu Option
   NOTE: The three items super scripted are variables and correspond to the Security File
         Maintenance section (see Chapter 5).
   2) Secured item is MULTCTY: Multi-County Access

B) SECURITY RECORD NOT FOUND FOR REQUESTOR

APPENDIX E - CCS SAMPLE CASES

Appendix E contains ten examples of cases that might appear on a CCS system.

Sample Case 1 - Initiating Uresa (DI)

```
CLOSED      FOJ                    CASE FILE SUMMARY                          05/24/00    PAGE 1
00-006040-DI  JUDGE JONES          FILE 02/25/00      DISPOSE 03/02/00    CLOSE  03/02/00
              COUNTY 35                                                    SCAO LINE   120

P 001  STRABER, ELIZABETH, CLARA       VS  D 001     STRABER, DEVIN, JOSEPH
                                                     1210 CHARLES STREET
                                                     OLD PORT RICHEY   FL  33552

       ATTORNEY:  RAPP, GARY
                                                     DISPOSITION    03/02/00   FOJ

-------------------------------------------------------------------------------------------------------
NUM    DATE     JUDGE      CHG/PTY       EVENT DESCRIPTION/COMMENTS
-------------------------------------------------------------------------------------------------------

  1   02/25/00  JONES                    SUMMONS AND COMPLAINT - NOT SUBJECT   CLK    SKK
                                         TO FEES                               CLK
                                         PETITION                             CLK
  2   03/02/00                           MISCELLANEOUS HEARING HELD            CRT    SKK
                                         URESA HEARING:  CERTIFICATE &         CRT
                                         ORDER SIGNED                         CRT
  3                       999            FINAL ORDER OF JUDGMENT FILED         CLK    SKK
```

Sample Case 2 - Incoming Uresa (DU) Dismissed

```
CLOSED                        CASE FILE SUMMARY                      06/17/00  PAGE 1
99-006041-DU  JUDGE JONES      FILE 10/20/99     DISPOSE 02/23/00   CLOSE  02/23/00
              COUNTY 35


P 001   STRABER, MICHELLE, RENEE        VS   D 001   STRABER, MELVIN, JOHN
                                                     1208 CHARLES STREET
                                                     OLD PORT RICHEY  FL 33552

        ATTORNEY:RAPP, GARY
                                                     DISPOSITION 02/23/00  DMO
                                                     SERVICE/ANS 01/05/00 ROS

--------------------------------------------------------------------------------------------------
NUM   DATE    JUDGE      CHG/PTY        EVENT DESCRIPTION/COMMENTS
--------------------------------------------------------------------------------------------------
 1  10/20/99  JONES                     SUMMONS AND COMPLAINT - NOT SUBJECT   CLK AMH
                                        TO FEES                               CLK
 2                                      PETITION FILED                        CLK SKK
                                        ORDER TO SHOW CAUSE                   CLK
 3  10/22/99                            MISCELLANEOUS ACTION BY JUDGE         CRT SKK
                                        ORDER TO SHOW CAUSE SIGNED            CRT
 4  12/15/99                            MISCELLANEOUS ACTION BY JUDGE         CRT SKK
                                        AMEND ORDER TO SHOW CAUSE SIGNED      CRT
 5  01/05/00             D 001          RETURN OF SERVICE                     CLK SKK
 6  02/04/00                            APPL. FOR BLOOD TEST FILED            CLK SKK
 7                                      MISCELLANEOUS ACTION BY JUDGE         CRT SKK
                                        ORDER FOR BLOOD TEST SIGNED           CRT
 8  02/03/00            999             DISMISSAL ORDER                       CLK RKB
```

Sample Case 3 - Incoming Uresa (DU)

```
CLOSED                          CASE FILE SUMMARY              06/17/00   PAGE  1
00-006043-DU  JUDGE WISE          FILE 03/04/00   DISPOSE 04/10/00  CLOSE0  4/10/00
              COUNTY 35                                          SCAO LINE     120

P 001  FOC  -  STATE OF IDAHO      VS  D 001      DRABER, BRIAN, KEITH
                                                  916 MAIN STREET
                                                  OSCODA        MI 48750

        ATTORNEY:  RAPP, GARY
                                                  DISPOSITION 04/10/00   FOJ
                                                  SERVICE/ANS 03/05/00   ROS
```

NUM	DATE	JUDGE	CHG/PTY	EVENT DESCRIPTION/COMMENTS	
1	03/04/00	WISE		SUMMONS AND COMPLAINT - NOT SUBJECT	CLK CAP
				TO FEES	CLK
				PETITION FOR SUPPORT UNDER URESA	CLK
2				MISCELLANEOUS ACTION BY JUDGE	CRT SKK
				ORDER TO SHOW CAUSE SIGNED	CRT
3	03/05/00		D 001	RETURN OF SERVICE	CLK CAP
4	04/09/00			MISCELLANEOUS ACTION BY JUDGE	CRT SKK
				CONSENT ORDER FOR SUPPORT SIGNED	CRT
10	04/10/00		999	FINAL ORDER OF JUDGMENT FILED	CLK SKK
7	06/16/00			MISCELLANEOUS ACTION BY JUDGE	CRT SKK
				ORDER TO SHOW CAUSE SIGNED	CRT
8	07/06/00			MISCELLANEOUS HEARING HELD	CRT SKK
				BENCH WARRANT AUTHORIZED	CRT
				FOC SHOW CAUSE HEARING-DEF.	CRT
				FOUND IN CONTEMPT FOR FAILURE	CRT
				TO APPEAR; $1013 CASH ONLY BOND.	CRT
11	07/07/00			MISCELLANEOUS ACTION BY JUDGE	CRT SKK
				BENCH WARRANT SIGNED	CRT
6	07/20/00			MISCELLANEOUS HEARING HELD	CRT SKK
				FOC SHOW CAUSE HEARING-SHOW	CRT
				CAUSE DISCHARGED; DEFENDANT A	CRT
				RECIPIENT OF ADC	CRT
9	07/21/00			BENCH WARRANT RETURNED	CLK SKK

Sample Case 4 - Paternity (DP)

```
CLOSED                              CASE FILE SUMMARY                06/17/00  PAGE 1
00-005742-DP  JUDGE JONES             FILE 03/03/00   DISPOSE 04/10/00 CLOSE 04/13/00
            COUNTY 35                                                SCAO LINE    70

P 001  RAY, MARCIA, LYNN           VS D 001      RAY, THEODORE,
       4540 MAIN STREET                          P.O. BOX 900, 7605 MAIN
       OSCODA          MI 48750                  TOWNSVILLE     MI 48700
                                                 DISPOSITION 04/13/00  CJO
                                                 SERVICE/ANS 03/09/00  ROS
```

NUM	DATE	JUDGE	CHG/PTY	EVENT DESCRIPTION/COMMENTS		
1	03/03/00	JONES		SUMMONS AND COMPLAINT - NOT SUBJECT	CLK	CAP
				TO FEES	CLK	
2				NTC OF RIGHT OF COUNSEL FILED	CLK	CAP
3	03/09/00		D 001	RETURN OF SERVICE	CLK	SKK
4	03/10/00			AFFIDAVIT, NON-MILITARY AFF	CLK	CAP
				& DEFAULT FILED	CLK	
5			P 001	MOTION FILED	CLK	SKK
				FOR DEFAULT JUDGMENT	CLK	
6				NOTICE OF HEARING-4/13/00	CLK	SKK
7				PROOF OF SERVICE FILED	CLK	SKK
8	03/19/00			PROOF OF SERVICE FILED	CLK	SKK
9	04/13/00		D 001	MISCELLANEOUS HEARING HELD	CRT	SKK
				DEFAULT JUDGMENT ENTERED	CRT	
				RESPOND. DID NOT APPEAR. TESTIMONY	CRT	
				OF PETITIONER TAKEN. JMT SIGNED	CRT	
10				CIVIL JUDGMENT ORDER	CLK	SKK
				DEFAULT JMT OF FILIATION &	CLK	
				SUPPORT SIGNED	CLK	
11	04/21/00			CLERK'S NTC OF ENTRY OF	CLK	SKK
				DEFAULT JMT FILED	CLK	
12	05/15/00		P 001	AFFIDAVIT	CLK	SKK
				RE: PUBLIC ASSISTANCE	CLK	
13				MISCELLANEOUS ACTION BY JUDGE	CRT	SKK
				AMENDED DEFAULT ORDER OF	CRT	
				FILIATION & SUPPORT SIGNED	CRT	
14				PROOF OF SERVICE FILED	CLK	SKK

Sample Case 5 - Paternity (DP) Dismissed

```
CLOSED                          CASE FILE SUMMARY                    06/17/00   PAGE  1
99-006211-DP  JUDGE SMITH              FILE 07/27/99    DISPOSE 02/10/00    CLOSE    02/10/00
              COUNTY 35                                                     SCAO LINE     110

P 001    CALDWELL, JOAN,              VS D  001   LUM, RICHARD, JAMES
         2222 TOWN                                 2354 MAIN
         OSCODA      MI 48750                      FLINT      MI 48504
         ATTORNEY:RAPP, GARY

                                                  DISPOSITION 02/10/00  DMO


-------------------------------------------------------------------------------------------------
NUM    DATE     JUDGE     CHG/PTY    EVENT DESCRIPTION/COMMENTS
-------------------------------------------------------------------------------------------------
  1    07/27/99  SMITH               SUMMONS AND COMPLAINT - NOT          CLK   CAP
                                     SUBJECT TO FEES                      CLK
  2                                  NTC OF RIGHT OF COUNSEL FILED        CLK   CAP
  3    02/10/00            999       DISMISSAL ORDER                      CLK   SKK
                                     NON-SERVICE DISMISSAL FILED          CLK
```

Sample Case 6 - Criminal Appeals (AR)

```
CLOSED                          CASE FILE SUMMARY                06/17/00  PAGE  1
99-001736-AR  JUDGE JONES       FILE 09/19/99   DISPOSE 06/16/00  CLOSE  06/16/00
          COUNTY 35                                         SCAO LINE    120

P 001  SMITH, KENNETH D              VS   D 001    DISTRICT,,


        ATTORNEY:RAPP, GARY,                     ATTORNEY:GROH, ERVIN,
                                                 DISPOSITION 06/16/00   FOJ
```

NUM	DATE	JUDGE	CHG/PTY	EVENT DESCRIPTION/COMMENTS		
1	09/19/99	JONES		CLAIM OF APPEAL FILED	CLK	RKB
2				NOTICE RE APPEAL FILED	CLK	RKB
3				AFF OF MAILING FILED	CLK	SKK
5				REQUEST FOR LOWER COURT	CLK	SKK
				TRANSCRIPT OF MOTION	CLK	
				FILED	CLK	
6	09/23/99			AFF OF MAILING FILED	CLK	RKB
7	09/30/99			NTC OF FILING TRANSCRIPT AND	CLK	RKB
				CERTIFICATE OF SERVICE FILED	CLK	
8	10/17/99			APPELLANT'S BRIEF ON APPEAL	CLK	RKB
				FILED	CLK	
10	10/28/99			APPELLEE'S BRIEF ON APPEAL	CLK	RKB
				FILED	CLK	
11				NOTICE OF HEARING ON ORAL ARG	CLK	RKB
				FILED (12/2/99)	CLK	
12	01/09/00			OPINION RENDERED & FILED	CLK	RKB
13	03/31/00			LOWER COURT OPINION FILED	CLK	RKB
14				LOWER CRT AMENDED ORDER DENY	CLK	RKB
				ING MOTION FOR NEW TRIAL FILED	CLK	
15	06/16/00		999	FINAL ORDER OF JUDGMENT FILED	CLK	RKB

Sample Case 7 - Criminal Appeals (AL) With Remand Order

```
CLOSED                          CASE FILE SUMMARY              06/17/00  PAGE 1
99-001850-AL  JUDGE JONES         FILE 07/06/99    DISPOSE 01/05/00   CLOSE  01/05/00
              COUNTY 35                                         SCAO LINE     80

P 001    DRABER, DAVID, HAROLD          VS  D 001    DISTRICT,,

         ATTORNEY:RAPP, GARY,                    ATTORNEY:GROH, ERVIN,
                                                 DISPOSITION 01/05/00  RDO

-----------------------------------------------------------------------------------------------
NUM    DATE      JUDGE       CHG/PTY   EVENT DESCRIPTION/COMMENTS
-----------------------------------------------------------------------------------------------
 1    07/06/99   JONES                 CLAIM OF APPEAL FILED            CLK RKB
 2                                     STATEMENT OF FACTS, RE:  APPEAL  CLK RKB
 3                                     NTC OF APP/CLAIM OF APPEAL       CLK SKK
 4                                     REQUEST FOR TRANSCRIPT FILED     CLK SKK
 5                                     MO FOR BOND PENDING APPEAL       CLK SKK
                                       WITH NTC OF HRG (7/9/99)         CLK
 6                                     PROOF OF SERVICE FILED           CLK RKB
 7    07/09/99                         MOTION HEARING                   CRT RKB
                                       $500 CASH APPEARANCE BOND        CRT
                                       PENDING APPEAL                   CRT
 8                                     ORDER GRANTING BOND FILED        CLK RKB
 9    07/10/99                         PROOF OF SERVICE FILED           CLK RKB
                                       AMENDED REQUEST FOR TRANSCRIPT   CLK
10    07/21/99                         NTC OF PROS RECEIVING COPY OF    CLK RKB
                                       CLAIM OF APPEAL FILED BY DEF. /NTC  CLK
11                                     OF APPEAL BOND BEING FILED W/POS CLK RKB
12    08/04/99                         ORDER OF TRANSMITTAL & RECORD    CLK RKB
                                       ON APPEAL FILED                  CLK
13                                     NTC OF FILING TRANSCRIPT AND     CLK RKB
                                       CERTIFICATE OF SVC               CLK
14    08/12/99                         LOWER CRT SENTENCE TRANS. FILED  CLK RKB
15    08/21/99                         APPELLANT'S BRIEF ON APPEAL W/   CLK RKB
                                       REQUEST FOR ORAL ARG. FILED      CLK
16    09/09/99                         S & O EXTENDING TIME TO FILE     CLK RKB
                                       APPELLEE'S BRIEF (10/1/99)  CLK
17    09/29/99                         SET NEXT DATE FOR: MSH 11/10/99 0900A CLK SKK
18    10/07/99                         NOTICE                          CLK SKK
                                       OF HEARING RE:  ORAL ARGUMENT ON CLK
                                       APPEAL FILED                     CLK
19    11/12/99                         MISCELLANEOUS ACTION BY JUDGE    CRT RKB
                                       S & O WAIVING ORAL ARGUMENT ON   CRT
                                       APPEAL SIGNED.                   CRT
20    12/30/99                         MISCELLANEOUS ACTION BY JUDGE    CRT RKB
                                       OPINION RENDERED; BOND CONT'D    CRT
21    01/05/00         999             REMAND ORDER                     CLK RKB
                                       OPINION FILED                    CLK
```

Sample Case 8 - Order For Support - FIA (DZ)

```
CLOSED                          CASE FILE SUMMARY                    06/17/00   PAGE 1
00-006113-DZ  JUDGE JONES            FILE 05/01/00      DISPOSE 05/21/00    CLOSE 05/21/00
              COUNTY 35                                                 SCAO LINE    120

P 001    FAMILY INDEPENDENT AGENCY,,    VS  D 001     SMITH, KENNETH, D


         ATTORNEY:RAPP, GARY,
                                                  DISPOSITION 05/21/00  FOJ
                                                  SERVICE/ANS 05/13/00  ROS


-------------------------------------------------------------------------------------------------------
   NUM      DATE      JUDGE          CHG/PTY    EVENT DESCRIPTION/COMMENTS
-------------------------------------------------------------------------------------------------------
    1     05/01/00  JONES                       ORDER TO SHOW CAUSE                      CLK   RKB
                                                SET NEXT DATE FOR: MSH 05/26/00 900      CLK
                                                PETITION FOR OSC/EMA                     CLK
    2     05/06/00                              MISCELLANEOUS ACTION BY JUDGE            CRT   RKB
                                                OSC SIGNED                               CRT
    4     05/13/00             D 001            RETURN OF SERVICE                        CLK   SKK
    3     05/21/00                              MISCELLANEOUS ACTION BY JUDGE            CRT   SKK
                                                CONSENT ORDER FOR SUPPORT                CRT
                                                SIGNED
    5                         999               FINAL ORDER OF JUDGMENT FILED            CLK   SKK
```

Sample Case 9 - Drivers License Appeal (AL)

```
CLOSED                          CASE FILE SUMMARY              06/17/00   Page 1
99-001436-AL  JUDGE JONES       FILE 09/14/99   DISPOSE 10/26/99   CLOSE 10/26/99
              COUNTY 35                                       SCAO LINE     120

P 001  HARDMAN, ROCKO,              VS     D 001   SECRETARY OF STATE,,


       ATTORNEY:GALER, SALL                   ATTORNEY:SHANTZ, BAR
                                              DISPOSITION 10/26/99   FOJ


------------------------------------------------------------------------------------
NUM   DATE       JUDGE        CHG/PTY   EVENT DESCRIPTION/COMMENTS
------------------------------------------------------------------------------------
  1   09/14/99   JONES                  PETITION FILED                  CLK   RKB
  2                            P 001    APPEARANCE                      CLK   SKK
  3                                     MISCELLANEOUS HEARING HELD      CRT   SKK
                                        SET NEXT DATE FOR: MSH 10/26/99 1000A CLK
                                        EPO-MAY DRIVE EMPLOYER OWNED    CRT
                                        VEHICLES; OSC & EPO STAYING     CRT
                                        REVOCATION SIGNED               CRT
  4   09/16/99                          PROOF OF SERVICE FILED          CLK   SKK
  5   10/26/99                          SHOW CAUSE HEARING              CRT   SKK
                                        ORDER FOR RESTRICTED DRIVER'S   CRT
                                        LICENSE SIGNED                  CRT
  6                            999      FINAL ORDER OF JUDGMENT FILED   CLK   SKK
                                        ORDER FILED                     CLK
  7   10/27/99                          PROOF OF SERVICE FILED          CLK   SKK
  8                                     PROOF OF SERVICE FILED          CLK   SKK
```

Sample Case 10 - Deferred Judgment - BWI (FH)

```
DEFERRED  -BWI              W        CASE FILE SUMMARY                    10/17/00   PAGE 1
00-004650-FH  JUDGE TIMMS                FILE 06/17/00    DISPOSE 09/05/00    CLOSE  10/31/00
            COUNTY  9                                                     SCAO LINE    120

D 001   STEPHEN L LADD                        DOB:  121158  SEX: M   RACE:  WH
        123 MAIN STREET                       CTN:  100200300401 SID:
        LANSING, MI 48909                     DLN:  L100200300400      ST: MI
        ATTORNEY:  GEORGESON, ADAMONT N       RETAINED            PROSECUTOR: SVOBODA
        LOWER DISTRICT:       CTY#      CASE# 00-1234-FY   PRELIM: WAIVE  06/12/00
        INCARCERATION DATE: 06/01/00   DISTRICT ARRAIGNMENT: 06/02/00

        BOND:  1    $25000.00   PER    POSTED

NUM  TYPE   CHG(PACC)      ASC/TRF     CHARGE DESCRIPTION    OFFENSE DT   DSP    EVT
-----------------------------------------------------------------------------------------
01   ORG    750.338                    GROSS INDECENCY MALES 05/31/00     BWI
02   ORG    750.338          C         GROSS INDECENCY MALES 05/31/00     GTY    JTW
                                       CONSPIRE
-----------------------------------------------------------------------------------------
NUM   DATE    JUDGE          CHG/PTY   EVENT DESCRIPTION/COMMENTS
-----------------------------------------------------------------------------------------
  1   06/17/00  TIMMS                  RETURN TO CIRCUIT COURT           CLK   TES
  2                          D 001     BOND POSTED (01)                  CLK   TES
  3                                    SET NEXT DATE FOR: ARR 06/26/00 815A CLK TES
  4   06/26/00               002       ARRAIGNMENT                       CRT   TES
                                       SET NEXT DATE FOR: JYT 08/28/00 0900ACRT
                                       PLED NOT GUILTY                   CRT
                                       BOND CONTINUED                    CRT
  5   09/05/00               002       JURY TRIAL WHOLE DAY              CRT   TES
                                       SET NEXT DATE FOR: SEN 10/31/00 0830ACRT
                                       FOUND GUILTY                      CRT
                                       COUNT 1 TO BE DISMISSED AT        CRT
                                       SENTENCING                        CRT
  6   10/31/00               099       BENCH WARRANT ISSUED              CLK   TES
```

Appendix F - Printer Messages

Overview

Occasionally, JIS Circuit Software Users will have some difficulty with printing. A report, calendar, notice or any other request will not print. Several possible reasons exist for this to happen. The following examples and explanations will be helpful when these difficulties occur.

INTERACTIVE JOBS

The interactive jobs are documents to be printed on 8 l/2" x 11" paper. Summaries, calendars and notices are examples of these types of jobs.

When an interactive document is requested and does not come off the printer press the appropriate function key to "Display Print". The Work With Output Queue Screen (Figure 1 -Appendix F) will be displayed.

```
                            Work With Output Queue

Queue:   PRT05           Library:   QUSRSYS          Status: RLS/WTR

Type options, press Enter.
  1= Send    2= Change    3= Hold    4= Delete    5= Display    6= Release    7= Messages
  8= Attributes          9= Work with printing status

Opt    File          User          Data          Sts        Pages     Copies    Form Type    Pty

7___CIRCUITIND    C4803TST      CCSJGS        MSGW         2          1         8x11         5
  _   CIRCUITSTD    C4803TST      CCSLOD        HLD          45         1         *STD         5
  _   CIRCUITSTD    C4803TST      CCPPRV        SAV          21         1         *STD         5

Parameters for options 1, 2, 3 or command                                                   Bottom
= = = >
F3= Exit      F11= View 2      F12= Cancel      F22= Printers      F24= More keys
```

Figure 1- Appendix F. Sample Work With Output Queue Screen.

Overview of Work With Output Queue Screen

Nine options are listed at the top of the Work With Output Queue screen. Any of the options can be used by entering the option number in the Opt column and pressing **[ENTER]**. The options most commonly used by JIS Circuit Software Users are:

Option 3 = Hold	This will delay the printing of the request. "HLD" will appear in the Sts column. Once a file is held it must be released before it can print.
Option 4 = Delete	This will remove the file from the queue. A second screen will be displayed to confirm the delete option. Press **[ENTER]** to continue or **[F12]** to return to the Work With Output Queue screen.
Option 5 = Display	This will display the request on the screen.

Option 6 = Release   This allows the release of a spooled file previously held. "RLS" will appear in the Sts column.

Option 7 = Messages   This allows the display of messages related to the printing status of the file.

The Work With Output Queue screen has 10 columns as follows:

Opt   Enter the option number of the function to be performed.

File   The file name specified by the user program when the file was created, or name of the device file used to create the file.

User   Name of the user who owns the spooled file.

User Data The user-specified data that describes this file.

Sts   The status of the spooled file.

           -RDY (Ready) - File is available to be written.

           -HLD (Held) - File has been held.

           -SAV (Saved) - File has been written and saved. It will remain saved until it is released.

           -WTR (Writer) - File is currently being written.

           -PND (Pending) - File is pending to be printed.

           -PRT (Printing) - File has been completely sent to the printer but print complete status has not been sent back.

           -MSGW (Message Waiting) - File has a message which needs a reply or action to be taken.

Pages   Total number of pages in the file.

Copies   Number of copies remaining to print for files to be processed by a printer writer.

Form Type   Type of forms which should be loaded on the printer (8" x 11" or STD (11" x 14")).

PTY (Priority) Output priority assigned to the file. Values range from 1 (highest) to 9 (lowest).

There are also several function keys listed at the bottom of the Work With Output Queue screen. The function keys most commonly used by an JIS Circuit Software User are:

F3=Exit   Ends the current task and returns to the display from which the task was started.

F5=Refresh   Shows the display again with the most recent information and removes any selections typed.

Answering Messages

When the status (Sts) on the Work With Output Queue screen is message waiting (MSGW), enter the number 7 in the option (Opt) field and press the **[ENTER]** key. A message will be displayed.

The most common printer messages are a result of changing form size (Figure 2 - Appendix F). For example, a Case Numeric List had just completed printing and a Calendar has been requested. The Case Numeric List prints on the standard form (11" x 14") and the Calendar prints on 8 l/2" x 11" paper. The following message will be displayed:

```
                              Additional Message Information

Message ID . . . . . . :      CPA3394                    Severity . . . . . . . :      99
Message type . . . . . :      Inquiry
Job . . :   PRT05    User . . :   QSPLJOB                       Number. . . :       038974
Date sent  . . . . . . :       10/06/00                  Time sent. . . . . . . :      10:29:19
From program . . . . . :      QSPPRTWT                    Instruction. . . . . . :      0000

Message . . . . :   Load form type '8 x 11' device PRT05 writer PRT05.  (H C G I R)

Cause . . . . . :   The file on output queue PRT05 in library QUSRSYS requires from type '8 x 11' to be loaded
on device PRT05.  The form type for the file was all blanks when '' appears on the form type.
Recovery. . . . :  Do one of the following:
   -- Type H to hold the file and print the next file on the output queue.
   -- Type C to cancel the writer.
   -- Type G after the form type is loaded to begin printing the current file.
   -- Type I to ignore the request to change the form type and print the file on the currently loaded form
  type.
   --Type R to cause the writer to search the output queue for the first available file with the correct form
    type.  The R reply is useful after using the Change Writer (CHGWTR) command to change the form
type of the writer with the form type (FORMTYPE) parameter, or the output queue of the writer with         the
output queue (OUTQ) parameter.  The *FILEEND must be specified for the option (OPTION)         parameter
must be used on the CHGWTR command for the change to take effect after the R reply.
     Possible choices for replying to message . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . :
   H -- Hold file on output queue.
   C -- Cancel the writer.
   G -- Begin processing after forms are loaded.
   I  -- Ignore the request and process the file.
   R -- Retry by researching the output queue.

Type reply below, then press Enter.                                                              Bottom
Reply . . . . :_____

F3= Exit      F6= Print      F12= Cancel      F21= Select assistance level
```

Figure 2 - Appendix F. Sample Additional Message Information Screen

The possible replies are listed below the message. The replies most commonly used by JIS Circuit Software Users are:

G   This will reset the printer for interactive jobs (8 ½" x 11").

I   Ignores the request to change the paper and leaves the printer ready to print on STD form (11" x 14") size paper. (The requested document will print on the 11" x 14" paper)

Enter one of the above replies and press the **[ENTER]** key. Press the **[ENTER]** key a second time to continue. The Work With Output Queue screen will be displayed again. The F5 key should be pressed to refresh the screen. If "G" was answered on the previous message a second message will be waiting for a reply (Figure 3 - Appendix F). Enter the number 7 in the option field and press the **[ENTER]** key. The following message will be displayed:

```
                              Additional Message Information

  Message ID . . . . . . :   CPA4002                  Severity . . . . . . . :      99
  Message type . . . . . :     Inquiry
  Job . . :  PRT05          User . . :   QSPLJOB            Number. . . :      038974
  Date sent. . . . . . . :        10/06/00              Time Sent. . . . . . :    10:30:27
  From program . . . . . :     QWPXPRMA              Instruction. . . . . . :    0000

  Message . . . . :  Verify alignment on printer PRT05 (I C G N R)
  Cause . . . . . :  The forms may not be aligned correctly.  The first line for the file is 2.
  Recovery. . . . :  Do one of the following and try the request again.
  Possible choices for replying to message . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . :
    I -- To continue printing aligned forms starting with the next line of the file, type an I.
    C -- To cancel processing, type a c.
    G -- To continue printing aligned forms skipping to the next form and printing the first line again, type a G.
   N -- To print the first line again on the next form and to verify the alignment,
      1.  Press Stop only if Start and Stop are two keys, or press Reset.
      2.  Advance the paper to the next form by pressing Form Feed/New Page.
      3.  Adjust the alignment with the forms adjust control.
      4.  Press Ready, Start, or Start/Stop.
      5.  Type an N.
   R -- To print the first line again on the current form and to verify the alignment if the forms are not aligned.
      1.  Press Stop only if Start and Stop are two keys, or press Reset.
      2.  Adjust the alignment with the forms adjust control.
      3.  Press Ready, Start, or Start/Stop.
      4.  Type an R.
  Type reply below, then press Enter.                                                          Bottom
  Reply . . .  _____

  F3= Exit      F6= Print      F12= Cancel      F21= Select assistance level
```

Figure 3 - Appendix F. Sample Additional Message Information Screen.

The possible replies are listed below the message. The replies most commonly used by JIS Circuit Software Users are:

G   This will restart the printing, however, the form will start on the next page.

I   This will restart the printing on the next line.

Enter one of the above replies (**the preferred reply is "I"**) and press the **[ENTER]** key. Press the **[ENTER]** key a second time and the report will print. Press the **[F3]** Key to exit the Work With Output Queue screen.

BATCH JOBS

The batch jobs are documents to be printed on the Standard form size (11" x 14"). Reports from the Batch Report Selection Menu or Circuit Financial Management System or Circuit Court Report Generation are examples of batch jobs.

When a batch job is requested and does not come off the printer press the appropriate function key to "Display Submitted Jobs". The Work With Submitted Jobs screen (Figure 4 -Appendix F) will be displayed.

```
                          Work With Submitted Jobs

Submitted from . . . . . . . . . :    * USER

Type options, press Enter.
 2= Change     3= Hold     4= End     5= Work with     6= Release     7= Display message
 8= Work with spooled files


 Opt      Job             User             Type           ----Status----     Function
  8       CCSENT          C4803TST         BATCH          OUTQ


Parameters or command                                                                      Bottom
= = = >
F3= Exit      F4= Prompt      F5= Refresh      F9= Retrieve      F11= Display schedule data
F12= Cancel
```

Figure 4 - Appendix F. Sample Work With Submitted Jobs Screen

Overview of Work With Submitted Jobs Screen

There are seven options listed at the top of the Work With Submitted Jobs screen. Any of the options can be used by entering the option number in the Opt column and pressing ENTER. The option most commonly used by JIS Circuit Software Users is:

> Option 8 = Work With Spooled Files
> This option displays the Work With Job Spooled Files Screen (Figure 5 - Appendix F). This is the screen used to display printer messages.
>
> **NOTE:** Use this option when the status displayed is "OUTQ".

The Work With Submitted Jobs screen has six columns:

Opt   Enter the option number of the function to be performed.

Job   The name of the job.

User   The user profile under which the job is run.

Type   Type of job.

Status   Status of the job.

-Active: Job has been started.
-Outq: Job has completed running and has spooled files on an
output queue.
-DCS: Job is disconnected.
-JOBQ: Job is on a job queue. (Waiting to be processed)
-FIN: Job has finished.
-MSGW: Job has a message waiting.

The second field indicates if the job is held or not held (if the field
is blank).

If the system failed while the job was active, the status JOBLOG
PENDING is shown in the two fields until the job log is written.

Function   High-level function being performed by the job. This field is blank
when a logged function has not been performed. The prefix of this
field indicates what the characters that follow represent.

Several function keys are listed at the bottom of the Work With
Submitted Jobs screen. The function keys most commonly used
by an JIS Circuit Software User are:

F3=Exit   Ends the current task and returns to the display from which the
task was started.

F5=Refresh   Shows the display again with the most recent information and
removes any selections typed.

In order to answer any printer messages the Work With Job Spooled Files screen (Figure 5 - Appendix F) must be displayed. Place a number 8 in the option (Opt) field and press the **[ENTER]** key.

```
                              Work with Job Spooled Files

Job:    CCSENT          User:    C4803TST          Number:    039069

Type options, press Enter.
 1= Send      2= Change      3= Hold      4= Delete      5= Display      6= Release      7= Messages
 8= Attributes              9= Work with printing status


                      Device or                              Total     Current
Opt       File        Queue          User Data    Status     Pages     Page        Copies
 _        CIRCUITSTD  CIROUTQ        CCSENT       MSGW       3                                      1
 _        QPJOBLOG    QEZJOBLOG      CCSENT       RDY        1                     1
```

Figure 5 - Appendix F. Sample Work With Job Spooled Files Screen

Overview of Work With Job Spooled Files Screen

There are nine options listed at the top of the Work With Job Spooled Files screen. Any of the options can be used by entering the option number in the Opt column and pressing **[ENTER]**. The options most commonly used by JIS Circuit Software Users are:

Option 3 = Hold	This will delay the printing of the request. "HLD" will appear in the Sts column. Once a file is held it must be released before it can print.
Option 4 = Delete	This will remove the file from the queue. A second screen will be displayed to confirm the delete option. Press **[ENTER]** to continue or **[F12]** to return to Work With Job Spooled Files screen.
Option 5 = Display	This will display the request on the screen.
Option 6 = Release	This allows the release of a spooled file previously held. "RLS" will appear in the Sts column.
Option 7 = Messages	This allows the display of messages related to the printing status of the file.

The Work With Job Spooled Files has 8 columns:

Opt   Enter the option number of the function to be performed.

File | The file name specified by the user program when the file was created, or name of the device file used to create the file.

Device or Queue | If a printer or diskette device was specified for this file, this is the name of the device. It is also the name of the output queue that contains the spooled file.

User Data | The user-specified data that describes this file.

Status | The status of the spooled file.

-RDY (Ready) - File is available to be written.

-HLD (Held) - File has been held.

-SAV (Saved) - File has been written and saved. Will remain saved until it is released.

-WTR (Writer) - File is currently being written.

-FIN (Finished) - File has either been written or deleted.

-PND (Pending) - File is pending to be printed.

-PRT (Printing) - File has been completely sent to the printer but print complete status has not been sent back.

-RLS (Released) - File was released.

-MSGW (Message Waiting) - File has a message which needs a reply or action to be taken.

Total Pages | Total number of pages in the file.

Current Page | The page number currently being printed if the file has a status of WTR.

Copies | Number of copies remaining to print for files to be processed by a printer writer.

Several function keys are also listed at the bottom of the Work With Job Spooled Files screen. The function keys most commonly used by an JIS Circuit Software User are:

F3=Exit | Ends the current task and returns to the display from which the task was started.

F5=Refresh   Shows the display again with the most recent information and removes any selections typed.

Answering Messages

When the status (Sts) on the Work With Output Queue screen is message waiting (MSGW), enter the number 7 in the option (Opt) field and press the **[ENTER]** key.

The most common printer messages are a result of changing form size. For example, a Summary has just completed printing and a Case Numeric List has been requested. The Summary prints on 8 l/2" x 11" paper and the Case Numeric List prints on the standard form (11" x 14"). The following message will be displayed:

```
                          Additional Message Information

Message ID . . . . . . :     CPA3394                    Severity . . . . . . . . :     99
Message type . . . . . :     Inquiry
Job . . :    PRT05          User . . :    QSPLJOB        Number . . . :                 038974
Date sent . . . . . . . :    10/06/00                    Time sent. . . . . . . :       10:29:19
From program . . . . . :     QSPRTWT                     Instruction. . . . . . . :     0000

Message . . . . :   Load form type '8x11' device PRT05 writer PRT05.  (H C G I R)
Cause . . . . . :   The file on output queue PRT05 in library QUSRSYS requires form type '8x11' to be loaded
on device PRT05.  The form type for the file was all blanks when '' appears as the form type.
Recovery. . . . :   Do one of the following:
  -- Type H to hold the file and print the next file on the output queue.
  -- Type C to cancel the writer.
  -- Type G after the form type is loaded to begin printing the current file.
  -- Type I to ignore the request to change the form type and print the file on the currently loaded form type.
  -- Type R to cause the writer to search the output queue for the first available file with the correct form type.
The R reply is useful after using the Change Writer (CHGWTR) command to change the form type of the writer
with the form type (FORMTYPE) parameter, or the output queue of the writer with the output queue (OUTQ)
parameter.  The *FILEEND must be specified for the option (OPTION) parameter must be used on the CHGWTR
command for the change to take effect after the R reply.
Possible choices for replying to message . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . :
  H -- Hold file on output queue.
  C -- Cancel processing after forms are loaded.
  G -- Begin processing after forms are loaded.
  I -- Ignore the request and process the file.
  R -- Retry by researching the output queue.

Type reply below, then press Enter.                                                       Bottom
Reply . . . . _____

F3= Exit      F6= Print      F12= Cancel       F21= Select assistance level
```

Figure 6 - Appendix F. Sample Additional Message Information Screen

The possible replies are listed below the message. The replies most commonly used by JIS Circuit Software Users are:

       G   This will reset the printer for STD form (11" x 14") size paper.

       I   Ignores the request to change the paper and leaves the printer ready to print on 8 ½" x 11" paper. (The requested document would print on the 8 ½" x 11" paper)

Enter one of the above replies and press the **[ENTER]** key. Press the **[ENTER]** key a second time to continue. The Work With Job Spooled Files will be displayed again. The **[F5]** Key should be pressed to refresh the screen. If "G" was answered to the previous message a second message will be waiting for a reply. Enter the number 7 in the option field and press the **[ENTER]** key. The following message will be displayed:

```
                          Additional Message Information
Message ID . . . . . . :    CPA4002                 Severity . . . . . . . :      99
Message type . . . . . :    Inquiry
Job . . :  PRT05         User . . :   QSPLJOB       Number . . . :                038974
Date sent. . . . . . . :    10/06/00               Time sent . . . . . . :       10:30:27
From program . . . . . :    QWPXPRMA               Instruction. . . . . . :      0000

Message . . . . :  Verify alignment on printer PRT05 (I C G N R)
Cause . . . . . :   The forms may not be aligned correctly. The first line for the file is 2.
Recovery. . . . :   Do one of the following and try the request again.
Possible choices for replying to message . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . :
  I  -- To continue printing aligned forms starting with the next line of the file, type an I.
  C -- To cancel processing, type a C.
  G -- To continue printing aligned forms skipping to the next form and printing the first line again, type a G.
  N -- To print the first line again on the next form and to verify the alignment,
   1. Press Stop only if Start and Stop are two keys, or press Reset.
   2. Advance the paper to the next form by pressing Form Feed/New Page.
   3. Adjust the alignment with the forms adjust control.
   4. Press Ready, Start, or Start/Stop.
   5. Type an N.
  R -- To print the first line again on the current form and to verify the alignment if the forms are not aligned,
   1. Press Stop only if Start and Stop are two keys, or press Reset.
   2. Adjust the alignment with the forms adjust control.
   3. Press Ready, Start, or Start/Stop.
   4. Type an R.
Type reply below, then press Enter.                                                    Bottom
Reply . . . . _____

F3= Exit        F6= Print       F12= Cancel       F21= Select assistance level
```

Figure 7 - Appendix F. Sample Additional Message Information Screen

The possible replies are listed below the message. The replies most commonly used by JIS Circuit

Software Users are:

                    G   This will restart the printing, however, the form will start on the next page.

                    I   This will restart the printing on the next line.

Enter one of the above replies and press the **[ENTER]** key (**The preferred reply is "I"**) . Press the **[ENTER]** key a second time and the report will print. Press the **[F3]** Key to exit the Work With Job Spooled Files screen.

QUICK REFERENCE

Interactive Jobs (8 ½" x 11")

1. Press the appropriate function key to "Display Print". The Work With Output Queue screen will be displayed.

2. If Sts is MSGW enter the number 7 in the Opt (option) column and press the **[ENTER]** key.

3. A message to change the form type can be answered by either:

    a. Change the paper in the printer.
        Type the letter G on the reply line.
        Press the **[ENTER]** key twice.
        The Work With Output Queue screen will redisplay.

    -OR-

    b. Type the letter I on the reply line.
        Press the **[ENTER]** key twice.
        The Work With Output Queue screen will redisplay.

4. Press the **[F5]** key to Refresh the screen. If "G" was answered to the previous message the Sts will be MSGW again.

5. Enter the number 7 in the Opt (option) column and press the **[ENTER]** key.

6. A message to verify alignment can be answered by either:

    a. Type the letter G on the reply line.
        Press the **[ENTER]** key twice.
        The document will print, however, it will start on the next page.

    -OR- (**b. is the preferred response**)

    b. Type the letter I on the reply line.
        Press the **[ENTER]** key twice.
        The document will continue to print on the next line.

7. Press the **[F3]** Key to Exit the Work With Output Queue screen.

Batch Jobs (11" x 14")

1.   Press the appropriate function key to "Display Submitted Jobs".

2.   If the status is OUTQ type the number 8 in the Opt (option) column and press the **[ENTER]** key.

3.   The Work With Job Spooled Files screen will be displayed.

4.   If Sts is MSGW enter the number 7 in the Opt (option) column and press the **[ENTER]** key.

5.   A message to change form type can be answered by either:

    a.   Change the paper in the printer.
        Type the letter G on the reply line.
        Press the **[ENTER]** key twice.
        The Work With Submitted Jobs screen will redisplay.
    -OR-

    b.   Type the letter I on the reply line.
        Press the **[ENTER]** key twice.
        The document will print on the paper currently in the printer.
        The Work With Submitted Jobs screen will redisplay.

6.   Press the **[F5]** key to refresh the screen. If "G" was answered to the previous message the Sts will be MSGW again.

7.   Enter the number 7 in the Opt (option) column and press the **[ENTER]** key.

8.   A message to verify alignment can be answered by either:

    a.   Type the letter G on the reply line.
        Press the **[ENTER]** key twice.
        The document will print, however, it will start on the next page.
    -OR-   (**b. is the preferred response**)
    b.   Type the letter I on the reply line.
        Press the **[ENTER]** key twice.
        The document will continue to print on the next line.

9.   Press the **[F3]** key to exit the Work With Job Spooled Files screen.

10.   Press the **[F3]** key to exit the Work With Submitted Jobs screen.

APPENDIX P - PROBATION CODE TABLES

Appendix P contains the code tables that are maintained through the Circuit Probation Case

Management Menu.

Code Table 1 - Probation Clerk Event Codes

Code Table 1 lists the EVENT codes that may be used on the EVENT screen and their definitions. Each code entry is referenced by Level Action, where applicable. Codes with level action, when entered on the Event Screen, are entered with a supervision class and level code (code table 2 and 3). Level Action determines ADD or CLOSE on the **Workload Report**. BOTH adds one to the Add and Close column.

Code	Short Desc.	Long Description	Level Action
APP	Appeared Ov	Appeared for Oversight Visit	
BWI	B/W Issued	Bench Warrant Issued	CLO
CRP	CRP	Community Residential Program	ADD
DIS	Disc Fr Prob	Discharge From Probation	CLO
DMI	Dis Inactive	Discharge Inactive Case	
EMS	Elec Mon Ord	Electronic Monitoring System Ordered	ADD
IOT	IO Xfer To	Interoffice Transfer To	BTH
OFC	Omit Fr Cnt	Omit From Count	
OSP	OSV Paid	Oversight Visit Fee Paid	
PAR	Parole Ord	Parole Ordered	ADD
PRO	Prob Ordered	Probation Ordered	ADD
REA	Re-assessed	Re-assessed	BTH
REO	Re-opened	Probation Re-opened	ADD
ROV	RMV OS Visit	Remove All Oversight Visits	
RSE	Rm Sched Evt	Remove Scheduled Event	
SAI	SAI Ordered	Special Alternative Incarceration Program Ordered	ADD
SND	Set Nxt Date	Set Next Date	
TFC	Xfer Fr Cnty	Transfer From County	ADD
TTC	Xfer To Cnty	Transfer To County	CLO

Code Table 2 - Probation Supervision/Investigation Class Code

Code Table 2 lists the Supervision/Investigation Class Codes that may be entered on the Probation Clerk Event screen and their definitions. These codes are entered on the Event Screen when an action code from table 1, is used. This code determines which class the action occurred for the **Workload Report**.

Code	Short Desc.	Long Description
CRP	CRP	Correction Resident Home Program
DEL	Delayed Sen.	Delayed Sentencing
EMS	Elec Monitor	Electronic Monitoring System
HYT	HYTA	Holmes Youthful Trainee Act
PAR	Parole	Parole
PRO	Probation	Probation
SAI	SAI Program	Special Alternative Incarceration Program

Code Table 3 - Probation Supervision Level Codes

Code 3 lists the Supervision Level codes that may be entered on the Probation Clerk Event screen, their definitions, and the number of units assigned by the Michigan State Department of Corrections.

Code	Short Desc.	Long Description	Units
A	Medium	Medium	1.0
C	Correct Ctr	Correction Center	2.5
E	Elec. Monitr	Electronic Monitor	3.0
I	Maximum	Maximum	2.0
L	Resident AFT	Resident After Care	.5
M	Minimum	Minimum	.5
R	Mail Rpt Sts	Mail Report Status	.2
S	SAI AFT Care	SAI After Care	3.0

Code Table 4 - Probation Investigation Codes

Code Table 4 lists Investigation Codes that may be entered on the Probation Clerk Events screen, their definitions, the number of units assigned by the Department of Corrections, and the associated class. This code determines which class and units the action occurred for the Workload Report.

Code	Short Desc.	Long Description	Units	
	Class			
ABS	Abscond INV	Absconder Investigation	1.5	
APP	Apprehension	Apprehension Investigation	1.5	
CRP	CRP Violate	CRP Violation Investigation	2.0	CRP
DSU	Delay Update	Delayed Sentencing Update	1.5	PRO
HYU	HYTA Update	Holmes Youthful Trainee Act Update	1.5	PRO
PPI	Pre-Par. Inv	Pre-Parole Investigation	1.5	PAR
PSI	PSI	Pre-Sentence Investigation	5.0	PRO
PSU	PSI Update	Pre-Sentence Investigation Update	3.0	PRO
SPC	Special Inv.	Special Investigation	1.5	
VIO	Violate Inv.	Violation Investigation	3.0	

Code Table 5 - Probation Next Action Codes

Code Table 5 lists the NEXT EVENT codes that may be entered on the Probation Event screen with their definitions.

Code	Short Desc.	Long Description
OSV	Oversight Vis	Oversight Visit
PRG	Progress Rpt	Progress Report
REV	Review	Review

Code Table 6 - Probation Status Codes

Code Table 6 lists the status codes used internally by the system for displays.

Code	Short Desc.	Long Description
C	Closed	Closed
I	Inactive	Inactive
O	Open	Open